

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Company Name]. We were impressed with your application and believe that your skills and experience align well with our team.

Please find the details of your interview below:

**\*\*Date:\*\*** [Interview Date]

**\*\*Time:\*\*** [Interview Time]

**\*\*Location:\*\*** [Company Address/Virtual Meeting Link]

**\*\*Interview Format:\*\*** [In-person/Phone/Video]

We look forward to discussing your qualifications in more detail and learning more about how you can contribute to our team. Please confirm your availability for the scheduled time or suggest an alternative if necessary.

Thank you, and we look forward to speaking with you soon.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]